

WASATCH FRONT NORTH SERVICE AREA



Workshops

No cost workshops open to all job seekers

January 2018

Job Seeking Skills	Date	Time	Location
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Jan 8, 22, 20 Jan 8, 22 Jan 17, 31	1:00 PM–3:30 PM 9:30 AM–12:30 PM 1:00 PM–4:00 PM	Ogden EC South Davis EC Clearfield EC
ASSERTIVE COMMUNICATION: Learn communication styles, listening skills and become familiar with personal power and positive affirmations.	Jan 10–11	9:00 AM–12:30 PM	Ogden EC
LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.	None		
LINKEDIN #2: Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.	None		

Register at jobs.utah.gov or speak with an employment counselor.

Employment Center (EC) Locations:

- ★ Clearfield EC
1290 E. 1450 S.
- ★ Ogden EC
480 27th St.
- ★ South Davis EC
763 W. 700 S.

Plan to arrive 10-15 minutes before the workshop begins. Workshops *START* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to re-schedule.*

Workforce Services • jobs.utah.gov | [americanjobcenter](http://americanjobcenter.org)

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.